

Subject: EH BID CLPBs permit fees

From: Scott Greenwald <scott.greenwald@amgraph.biz>

Date: 01/12/2017 04:30 PM

To: Jeff Zarrinnam <Jeff@Hollywoodhotel.net>

CC: "nicole@hollywoodchamber.net" <nicole@hollywoodchamber.net>

Hi Jeff, Nicole,

Happy New Year; hope all is well with you.

Our Accounting has brought to my attention the fact the BID is behind on paying the fees for the banners. I'm responsible for this as we kept applying to keep control of the Vermont locations but did not send the fees estimates to you on a timely basis. This is a flag to Accounting because the city debits our account as soon as we apply and it becomes a cumulatively large number when covering all clients. It was caught by reconciling debits from the city with payments from the BID.

Attached are estimates for your approval that detail the current status:

*One is for the current year, July 2016 – June 2017. This estimate was sent to you last June (including banners and installation) but because there is or was no new art, nothing happened. (We're still waiting for art.)

*The other is for next year, July 2017 – June 2018. The city allows applying up to a year in advance and we are applying every 90 days for the corresponding period one year later. (We recently applied for Jan. 2018).

I didn't want to surprise you with sudden invoices totaling 1,240.00, so am sending you the estimates for approval first. Please sign where indicated and return to me. Let me know if any questions.

Thanks, Scott

Scott Greenwald
Account Executive

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